

Message Text

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12

ACTION OES-06

INFO OCT-01 IO-13 ISO-00 NRC-07 /027 W

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R 010914Z OCT 76

FM USMISSION IAEA VIENNA

TO SECSTATE WASHDC 8200

INFO USERDA HQ GERMANTOWN

USERDA HQ WASHDC

UNCLAS IAEA VIENNA 8194

DEPT PASS IO/SCT AND NRC

E.O. 11652: N/A

TAGS: IAAEA AORG

SUBJECT: IAEA REQUEST FOR EXPERT TO TEACH SHORT COURSE
ON NUCLEAR MATERIAL RECORDS AUDITING

1. AGENCY HAS INQUIRED INFORMALLY WHETHER U.S. MIGHT BE WILLING TO SEND ONE OR TWO EXPERTS TO VIENNA TO CONDUCT A SHORT COURSE FOR IAEA INSPECTORS (MOST OF WHOM ARE ENGINEERS OR SCIENTISTS) ON NUCLEAR MATERIAL RECORDS AUDITING. COURSE WOULD LAST FOR PERHAPS FIVE DAYS AND COULD BE HELD ANYTIME OTHER THAN END OF DECEMBER. AGENCY BELIEVES NRC OR ERDA FIELD OFFICES MIGHT BE GOOD SOURCE FOR SUCH EXPERTISE.

2. EXPERT (S) SHOULD COME FEW DAYS PRIOR TO START OF COURSE FOR ORIENTATION AND PLANNING PURPOSES. EXPERT(S) PREFERABLY WOULD HAVE (A) SOME DEPTH OF EXPERIENCE IN US NUCLEAR MATERIAL RECORDS AUDITING. (B) FLEXIBILITY TO ADAPT THIS EXPERIENCE TO SPECIAL NEEDS AND CIRCUMSTANCES OF IAEA SAFEGUARDS PRACTICES, AND (C) ABILITY TO COMMUNICATE THIS EXPERIENCE IN CLEAR, SIMPLE AND DIRECT WAY TO STUDENTS WHOSE MOTHER TONGUE MAY NOT BE ENGLISH

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3. AGENCY WOULD LIKE COURSE TO COVER:

A. ACCOUNTING PRACTICES. MATERIALS BALANCE
ACCOUNTING. INVENTORY ADJUSTMENTS: MUF AND
SRDS.

B. FACILITY RECORDS. ACCOUNTING RECORDS
AND OPERATIONAL RECORDS. SOURCE DOCUMENTS.
TYPICAL ORGANIZATION OF RECORDS, STANDARD RECORD
ENTRIES AND THEIR SIGNIFICANCE. SAFEGUARDS
REQUIREMENTS TO BE MET BY A RECORDS SYSTEM.

C. RECORD AUDITS. PURPOSE. TIMING AND FREQUENCY.
PERIOD OF AUDIT. RECONCILIATION OF RECORDS AND
REPORTS. AUDIT REPORT SPECIFICATION.

D. AUDIT PROCEDURES. UPDATING OF RECORDS. TRIAL
BALANCE. FINDINGS. STATISTICAL AIDS.

E. AUDIT OF COMPUTERIZED RECORDS.

4. MISSION RECOMMENDS U.S. INDICATE WILLINGNESS
PROVIDE THIS TRAINING ASSISTANCE WITH EXPENSES
TO BE PAID FROM AVAILABLE SAFEGUARDS SUPPORT
FUNDS.

5. PLEASE ADVISE IF SUCH TRAINING ASSISTANCE
COULD BE PROVIDED AND NAMES OF SUGGESTED
EXPERTS. GABBERT

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: PERSONNEL TRAINING, VISITS, CONSULTANTS
Control Number: n/a
Copy: SINGLE
Draft Date: 01 OCT 1976
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: n/a
Disposition Approved on Date:
Disposition Authority: n/a
Disposition Case Number: n/a
Disposition Comment:
Disposition Date: 01 JAN 1960
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1976IAEAV08194
Document Source: CORE
Document Unique ID: 00
Drafter: n/a
Enclosure: n/a
Executive Order: N/A
Errors: N/A
Film Number: D760371-1097
From: IAEA VIENNA
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1976/newtext/t19761094/aaaaddai.tel
Line Count: 89
Locator: TEXT ON-LINE, ON MICROFILM
Office: ACTION OES
Original Classification: UNCLASSIFIED
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 2
Previous Channel Indicators: n/a
Previous Classification: n/a
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: izenbei0
Review Comment: n/a
Review Content Flags:
Review Date: 11 AUG 2004
Review Event:
Review Exemptions: n/a
Review History: RELEASED <11 AUG 2004 by barnescd>; APPROVED <15 DEC 2004 by izenbei0>
Review Markings:

Margaret P. Grafeld
Declassified/Released
US Department of State
EO Systematic Review
04 MAY 2006

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: IAEA REQUEST FOR EXPERT TO TEACH SHORT COURSE ON NUCLEAR MATERIAL RECORDS AUDITING
TAGS: AORG, AAUD, US, AU, IAEA
To: STATE
Type: TE
Markings: Margaret P. Grafeld Declassified/Released US Department of State EO Systematic Review 04 MAY 2006